

**Notice No.:** 02-005  
**Date:** June 10, 2002  
**Applies to:** SERS Employers  
**Subject:** Changes Due to the Implementation of PERS Plan 3

## **Background**

On March 1, 2002, Public Employees' Retirement System (PERS) Plan 3 became available for PERS Plan 2 members and new PERS-eligible employees. The result of implementing PERS Plan 3 has changed how negative contributions for Plan 3 members can be reported, and caused forms to be redesigned. DRS has also implemented *Electronic Services* that allow employers to take advantage of the Internet to facilitate timely and accurate reporting.

## **Reporting**

### ***Reporting Negative Defined Contributions***

Employers can report negative defined contributions on the transmittal report if the contributions meet **both** of the following criteria:

- The negative contribution is less than 80 percent of the member's Plan 3 contributions, as reported by that employer.
- The amount of the negative contribution is less than \$1,500 of the member's Plan 3 contributions, as reported by that employer.

If these criteria are not met; e.g., due to reporting an employee that was not eligible for retirement, employers should contact Employer Support Services at (360) 664-7200, or toll free at 1-800-547-6657. Employers who report Plan 3 members of the Teachers' Retirement System and/or the School Employees' Retirement System should stop using the current paper process and begin reporting negative contributions on the regular transmittal report.

### ***Electronic Reporting Services***

To support timely and accurate reporting, we have implemented new services you can learn about by referring to **<http://www-app3.wa.gov/drs/eservices/employer/Info/ElectServ.asp>**.

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Employers who have not signed up should contact Employer Support Services as soon as possible to get access to both the Web-Based Employer Transmittal (WBET) and the Member Status Verification (MSV) applications.

WBET allows all employers to submit Correction Transmittal Reports using the Internet. Employers can use MSV to verify the correct plan and/or the retirement status of new employees. For questions, contact Employer Support Services at (360) 664-7200, or toll free at 1-800-547-6657.

## Forms

Enclosed are a series of forms that have been revised to include PERS Plan 3. Employers should begin using the enclosed versions of these forms. Three copies of each form are included with this Notice—additional forms, with the exception of the Transmittal Correction Report, can be accessed and printed from the DRS Web site: <http://www.wa.gov/DRS/forms/index.htm>.

Enclosed forms and summary of changes:

Forms	Changes
<ul style="list-style-type: none"><li>Plan 3 Member Information Form</li><li>Plan 3 Change of Investment Program Form</li><li>Transmittal Correction Report*</li></ul>	Revised due to optional nature of PERS Plan 3.
<ul style="list-style-type: none"><li>Retirement Status Form</li></ul>	Now includes PERS Plan 3.
<ul style="list-style-type: none"><li>Plan 3 Payment Advice</li><li>Payment Advice Form</li><li>Credit Redistribution Form</li><li>Beneficiary Designation Form</li></ul>	Only instructions or form references have been updated.

**Note:** \*Use only if you are not using WBET. Please recycle previous versions of these forms.

## DRS Employer Handbook

DRS mailed updates to the *DRS Employer Handbook* to all employers in February and April 2002.

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## **On-Line Registration For Members**

ICMA-RC has implemented changes associated with how members can register for Plan 3 seminars and workshops. Using the new online registration system is quick, easy and you can register by visiting <http://www.icmarc.org/sers/newmember/education/schedule.html> and following the instructions. The sessions members can attend are – Investment Basics, Distribution, Benefits Fair, or Combination (Investment and Distribution). Some employers continue to offer ICMA-RC presentations at their new employee orientations.

## **Questions?**

If you have questions regarding the information in this *Notice*, please contact Employer Support Services at (360) 664-7200, or toll free at 1-800-547-6657. You can contact ESS by E-mail at [DRSEmployer@drs.wa.gov](mailto:DRSEmployer@drs.wa.gov). This Notice can be accessed on the DRS Web site: <http://www.wa.gov/DRS/employer/drsn/index.htm>.

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## **2002 DRS Notices**

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or  
access on the DRS Web site at <http://www.wa.gov/DRS/employer>.

<b>Notice No.</b>	<b>Applies to/ Subject Matter</b>
<b>02-001</b>	PERS, LEOFF, WSPRS and JRS Employers Members' Annual Statements and Sequencing Information
<b>02-002</b>	Phase One PERS Plan 2 Employers Implementation of PERS Plan 3
<b>02-003</b>	All Employers Contribution Rate Changes
<b>02-004</b>	All Employers Administrative Expense Rate Changes
<b>02-005</b>	All SERS Employers Changes Due to the Implementation of PERS Plan 3